



SPL Pathways

Pathways for successful creation & submission of SPL R4 Documents
Scenarios eBooks Series

Do's and Don'ts for Submitting SPL R4 files via FDA “OC” Gateway Portal

Version 1.0

Purpose: This SPL R4 training Pathways eBook is to be utilized as a tool for SPL authors/submitters who are experiencing difficulty comprehending how to transmit files via the FDA “OC” Gateway portal. See also SPL training eBook # 2 which is accessible via this web page: <http://spl-work-group.wikispaces.com/SPL+eBooks+-+Graphic+Guides>.

1. Uploading the file in a folder.

CORRECT


Center:* 

Select the contents of the submission


Enter a path to a file or a directory. If a directory is entered, then the entire contents of the d relative from the provided directory path unless an alternate root directory is entered.

Path:*

Root directory:

Submission type:*  

path should end in folder name



INCORRECT

Center:* 

Select the contents of the submission

Enter a path to a file or a directory. If a directory is entered, then the entire contents of the di relative from the provided directory path unless an alternate root directory is entered.

Path:*

Root directory:

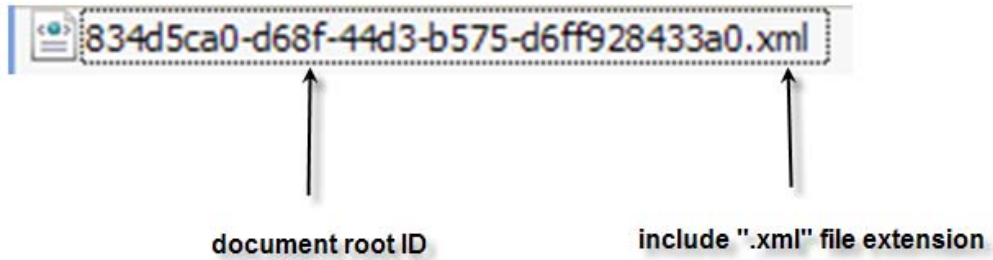
Submission type:*  

path should NOT end in file name

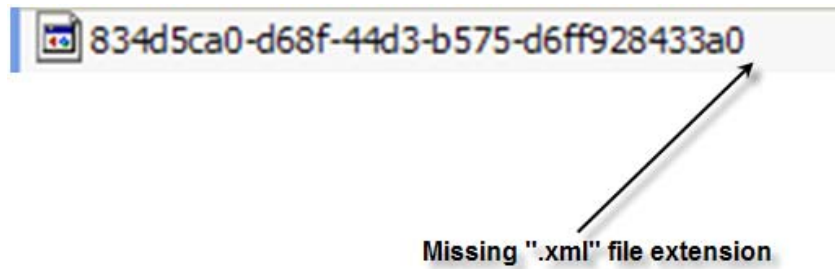


2. Naming the SPL document


CORRECT



INCORRECT



INCORRECT


 ndc_labeler_code.xml



Use the document root ID,
not a name you created

3. Types of files which can be submitted via the FDA “OC” Gateway portal.

CORRECT

 834d5ca0-d68f-44d3-b575-d6ff928433a0.xml
 image.jpg

INCORRECT

DO NOT send ANY zip files(.zip), Word files (.doc), or PDF (pdf) files via the FDA OC Gateway.

